

EXPRESS REVIEW

1. Plan for Competitive Sourcing Study
 - Select study team & communicate with function under study
2. Define business unit & identify positions and materials used in function
3. Determine in-house Costs
4. Conduct Market Review or compare to four similar contracts
5. Perform Cost Comparison
 - In-house cost < range then retain in house
 - In-house cost ≤ range then apply non-cost criteria such as quality of work force & personnel turnover. Decision to keep in-house or consider contract is at the option of the manager
 - In-house cost > range then convert to contract or issue an Request for Proposals (RFP) to further evaluate the cost of contracting
6. Announce Decision
7. Implement Decision

Unique Express Review concepts:

- *Express Review can be cancelled without formal notification. Decision to contract is made by management after analyzing all factors to be considered in the cost comparison process.*
- *Express Review considers quality of current workforce as a prime consideration in making the decision to provide service using in-house workforce vs. contractor workforce*

STREAMLINED STUDY **Less than 65 FTE**

1. Plan for Competitive Sourcing Study
 - Select study team & ensure study has been announced
2. Gather the Requirements
 - Define the scope of competition
 - Review equity and fairness in use of Streamlining Process
 - Identify the labor & materials to review
3. Determine in-house Costs
4. Conduct Market Review or Compare to four similar contracts
5. Perform the Cost Comparison
 - In-house cost ≤ Range
-Retain in-house
 - In-house cost > Range
-Convert to contract
6. Announce Decision
7. Implement Decision

Streamlining concepts:

- Eliminates need for an MEO Study.
- May eliminate need for a new PWS if existing PWS can be used.
- Applies to Activities Commonly Contracted by Government and/or Private Sector
- Use only when it preserves equity and fairness intended by A-76 process
- Cost is based primarily on labor and materials

FULL FORMAL A-76 COST COMPARISON STUDY

1. Plan for Competitive Sourcing Study
2. Develop Performance Work Statement and Quality Assurance Surveillance Plan
3. Review and Revise Performance Work Statement and Quality Assurance Surveillance Plan
4. Obtain Higher Level Approval of Performance Work Statement and Quality Assurance Surveillance Plan
5. Conduct Presolicitation Actions
6. Prepare and Issue Solicitation
7. Develop the Management Plan (includes the Most Efficient Organization)
8. Respond to Solicitation
9. Perform Independent Review
10. Evaluate Proposals
11. Obtain Pre-negotiation Clearance Approval
12. Conduct Discussions with Offerors
13. Obtain Final Clearance Approval for Selection of Best Value Contractor Proposal
14. Compare Govt and Contractor Proposals
15. Announce Tentative Decision

- Steps do not have to be performed in sequence. May be done concurrently.